

MEMORANDUM FOR THE RECORD

DATE

15 Oct 69

SUBJECT

SAVA Retired Records

FILE NUMBER

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Today at 400 pm [redacted] and I met with Mr. George Carver in his Office and discussed a procedure to retire SAVA records in sealed boxes.

We explained to him his staff could list each folder in each box on a form 140a. His staff to keep original for future reference and the carbon to go into front of box.

We said that each shipment of boxes should be accompanied with a form 140 Retirement Request and these could then be sent to [redacted] in DCI Registry for shipment to Records Center. The boxes could be sealed and the Form 140 and box top marked "To Remain Sealed and to be opened only by SAVA Personnel." The boxes, forms, and gummed tape are available in supply.

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(These records should go down under Item 5a "Operational Material Files" under Records Schedule 12, 10-66 SAVA (Permanent))

SAVA Personnel have retired records before and [redacted] has been advised of this upcoming records retirement, therefore it should proceed smoothly.

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Mr. Carver will speak to his staff on this procedure on Thursday 16 Oct 1969, and will call [redacted] for additional information. [redacted] may call on [redacted] on this Project.

OFFICE AND TITLE

SIGNATURE

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CIA Rec. Admin. Officer

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FORM 7-62 1954

CLASSIFICATION

EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

(40)